

2015 Year End Important Dates

Deadline Dates	Activity
June 5, 2015	BY2016 State Level Budgets must be entered in MAGIC.
June 15, 2015	Portal table changes must be submitted to OFM.
June 17, 2015	The E398 and SPAHRS crosswalk tables will be rolled to BY2016.
June 19, 2015	Delete unused asset shells.
June 24, 2015	Submit cash move form to OFM for establishing BY2016 cash.
June 29 – July 3, 2015	No RFx openings or closing should occur between these dates.
June 30, 2015	MAGIC and SPAHRS will come down at noon .
	Purchase orders must be approved by agency by noon .
	POs should be issued for contracts with an end date of June 30 th .
	Petty cash should be reconciled.
	Goods receipts (WEs) should be entered for items received.
	Ensure all necessary parked documents have been processed.
	Review dates on internal orders and grants.
	Review grants assigned to grant internal orders.
July 1, 2015	Return agency contact information form to OFM.
July 17, 2015	Submit final reimbursement for BY2015 petty cash.
July 31, 2015	Settle BY2015 travel advances.
August 19, 2015	Submit BY2015 waiver letter request to OFM.
August 21, 2015	Approve BY2015 payment documents.
August 26, 2015	Approve BY2015 JE documents.
August 31, 2015	The end of the BY2015 Lapse period.